

- The organizer has set up Microsoft PowerPoint 2002 in a Windows 2002 Professional-based environment in each session room for oral presentations;
- Bring with you a copy of your presentation either on a 3½ floppy disk, a CD-ROM or a zip disk;
- Presenters must report to the speaker ready room, #437, the **day before** the scheduled day of your oral presentation. All morning session presenters between the hours of **9:00-12:00** and afternoon session presenters between **13:00-16:00** the **day before** your oral presentation;
- If you bring in your own computer, please give this information to the speaker ready room staff stationed in room #437, **the day before** the scheduled day of your oral presentation. You are also requested to test your computer by doing a trial of your oral presentation in the room of your session during breaks;
- You are requested, to be seated at the next speaker's seat provided at the front row of the room at least ten (10) minutes before your presentation;
- Oral presentations will be limited to 10 minutes. Session Chairs allocate 5 minutes for introduction and Q&A per speaker.